

ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS

AN EQUAL OPPORTUNITY EMPLOYER

CAREER OPPORTUNITY BID NOTICE

BID NOTICE# 34-120-16-146

The Illinois Department of Veteran's Affairs is inviting applications for the following position:

Position Title: Support Service Worker **Monthly Salary Range: \$2,700 - \$3,641**

Bargaining Unit: RC-009

Position Location: Illinois Veterans' Home @ Quincy, 1707 N 12th St., Quincy IL 62301

Section: Dietary

WORK SCHEDULE – **Rotating schedule;** **Hours:** **5:00 am – 1:00 pm**
Every other weekend off **½ hr paid lunch**

Description of Duties:

Under direct supervision, performs routine food service tasks in the kitchen, dining room, or other dietary area. Assists in preparing foods for cooking and in cooking operations. Assists in serving food either on a serving line or on individual plates or trays; assists in all dining room functions. Prepares, loads, and in certain instances, delivers food carts to patient care areas and returns carts after serving is complete. Rotates as assigned through all task assignments to gain knowledge and maintain proficiency in all functions of the dietary section. Cleans, mops, scrubs, sweeps and operates such equipment as necessary for maintaining cleanliness and health standards. Performs duties in dishwashing room. Rotates and stores household supplies and chemicals in designated storage area. Safely operates and cleans kitchen equipment and maintains order of kitchen and dining areas.

Education, Training and Experience:

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment found in the assigned area. Requires ability to instruct others in simple methods and procedures common to the area.

Where
To Apply Illinois Veterans Home @ Qcy, 1707 N. 12th St., Quincy IL 62301 217-222-8641 *(SEE NOTE)

Name	Address	Phone
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Bargaining unit employees interested in bidding for this position should complete a Request to Bid Form, attach it to the appropriate application, and submit it directly to the name and address listed above. Bid Forms may be obtained at any Department of Veterans' Affairs facility.

*NOTE: Employees who are interested in a promotion into this position must have a promotional grade and it is the applicant's responsibility to obtain such grade from the Department of Central Management Services. If you do not already have a promotional grade for this title, complete a Promotional Examination Application (CMS100B) and send it directly to the address listed above. In order to be considered for this vacancy, the CMS100B must be received by the facility no later than the date listed below as the last day to apply. Employees may submit applications to CMS directly, but this should be noted on the submitted Request to Bid Form.

*NOTE: For outside applicants who are not currently an employee of the State of Illinois, it is the applicant's responsibility to submit for and receive a qualifying eligibility grade from the Department of Central Management Services in order to be considered for this position.

The Department of Veterans' Affairs does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/557-5667.

LAST DAY TO APPLY: **July 1, 2016**

DATE POSTED: **June 22, 2016.**

DVA-34
03/05